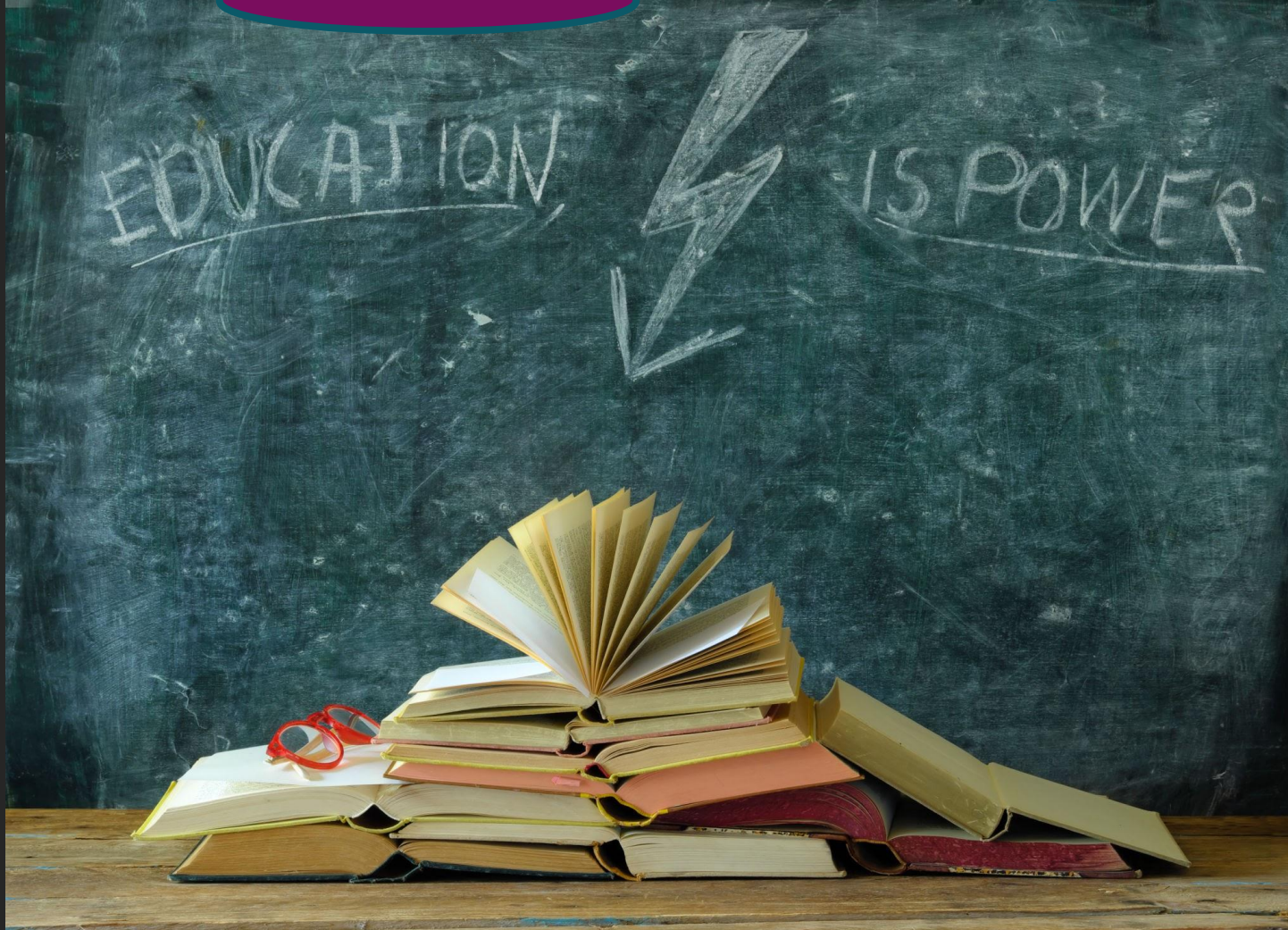


School Advisory Forum Orientation



Broward County Public Schools

District Advisory Council

Central Area Advisory Council

North Area Advisory Council

South Area Advisory Council

NEXT NORTH AREA MEETING:

THURSDAY, SEPTEMBER 17, 2026

6:15P.M. - 8:45 P.M.

MONARCH HIGH SCHOOL - MEDIA CENTER
5050 Wiles Road, Coconut Creek, FL 33073

Orientation Outline

TOPIC 1	WELCOME	Contact Information A Forum to Improve Education Who We Are: Advocates
TOPIC 2	INSIGHT	Purpose Role Meetings
TOPIC 3	HOW DO I GET STARTED	Guidelines Bylaws Sunshine Laws Robert's Rules of Order
TOPIC 4	COMPONENTS OF A MEETING	Advertising Agenda Minutes Motions
TOPIC 5	ELECTIONS	Process
TOPIC 6	COMMUNICATION	Looping

TOPIC 1

CONTACT INFORMATION

North Area Advisory Council:

- Register for Updates and Information at our Website: <https://northareaadvisorycouncil.ch2v.com/>
- For Questions, please e-mail us at: NorthAreaChair@gmail.com
- Follow us on Facebook: North Area Advisory Council

Other Area Advisory Councils:

- District Advisory Council: <https://browarddistrictadvisory.ch2v.com/>
- Central Area Advisory Council: <https://centralareaadvisorycouncil.ch2v.com/>
- South Area Advisory Council: <https://southareaadvisory1.ch2v.com/>

Other Advisory Committees can be found on the School District Website:

<https://www.browardschools.com/community/advisories-and-committees>

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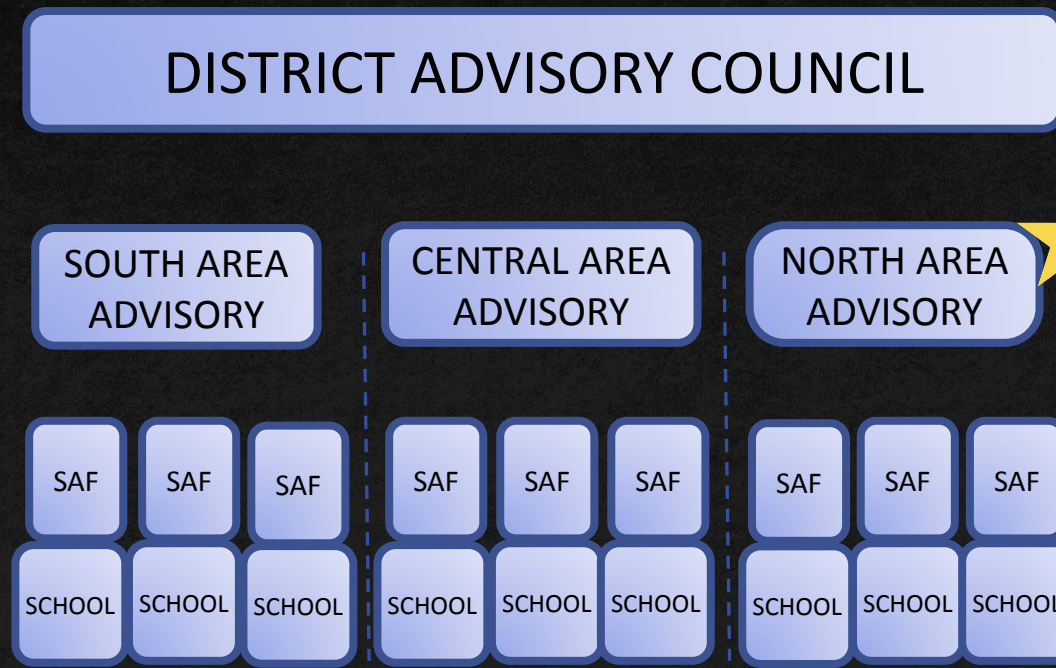
TOPIC 1 A FORUM TO IMPROVE EDUCATION

Ideas, Concerns
& Feedback

BROWARD COUNTY SCHOOL BOARD

Requests for
Feedback

Flow UP
from
School to
SAF to
Area Advisory
and potentially
onto
District Advisory
and the
School Board



Flow DOWN
from the
School Board
and
District Advisory
to gauge
support or
concern
for
important
issues.



TOPIC 1

WHO WE ARE: ADVOCATES

We are part of a team that advocates for children, our schools and our school stakeholders

- **Advisory has:**

- Pushed for Single Sign-on instructions on websites
- Promoted “Here Comes the Bus” App
- Advocated for no Clear Backpacks
- Continuing to advocate for no homework over the Holidays and following policy on make-up work
- Reproductive and disease prevention curriculum
- Successfully advocated to reducing testing and classroom screen time.
- Advocated for equality for all students and schools in policies.
- Advocated for the parents that can’t get involved.

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TOPIC 2

PURPOSE

Every school has a School Advisory Forum (SAF):

- Membership is open and includes parents or guardians, students, employees, business partners, and community members of the school. Participation from all backgrounds is welcomed and encouraged.
- Fosters and promotes communication between stakeholders, the school, and the Advisory Council.
- Provides an opportunity for stakeholders to discuss and recommend actions on school issues.

Every school has a School Advisory Council (SAC):

- Membership is voted on and includes parents, teachers, community members, school administrators, non-instruction support staff, and other stakeholders.
- Meet regularly to establish priorities, set annual objectives, and monitor action steps for school improvement.
- Responsible for studying the school's academic record and developing an annual plan to improve education in vital areas such as student achievement, curriculum, safety and discipline.



TOPIC 2

THE ROLE OF A SAF CHAIR

As an elected SAF Chair we facilitate the group and do not claim to represent every parent or community member at our school; we simply provide a means by which the community can discuss concerns at your school that are not addressed by the School Advisory Council (SAC).

- Be supportive of the school and assist with finding solutions to concerns being raised at the school level.
- Do not shy away from bringing something to the attention of your principal or SAF members.
- Help identify community resources to improve student achievement and school effectiveness.
- Remember we work together and we are not always going to agree on issues.
- SAFs or officers are prohibited from endorsing political candidates.
- **Never blindside your principal.**



TOPIC 2

AREA ADVISORY COUNCIL MEETING

School Advisory Council's meet the fourth or first week of the month.

Area Advisory Councils meet the third week of the month.

- SAF Chair or designee shall represent each school as voting member of the Area Advisory Council
- Area Advisory Councils provide a forum for School Advisory Forum Chairs to bring forward issues or concerns raised at their schools
- District staff presents topics on district policy and procedure and SAF Chairs bring information back to their schools

District Advisory Council meets the second week of the month.

- DAC's membership is derived from various groups. DAC's membership is identified in its by-laws. Each Area/Region has an identified number of seats. SAF chairs are elected to fill those seats through their Area's/Region's election process
- DAC fosters and promotes communication among School Advisory Forums, School Advisory Councils, Area Advisory Councils, the District Advisory Council, the Superintendent of Broward County Schools, and the Broward County School Board.



TOPIC 3

GUIDELINES, BY LAWS, SUNSHINE LAW AND ROBERT'S RULES OF ORDER

The School Advisory Forum shall use guidelines developed by the district, develop and adopt procedural bylaws, conduct meetings in accordance with the Florida Sunshine Laws, and conduct meetings according to Robert's Rules of Order, Newly Revised. Policy 1.3 (11)

The district has provided an Ethics training course at:
[Committee Training Program & Resource Page](#)

**HOW
TO
GET
STARTED**



TOPIC 3

GUIDELINES

- Meetings must be advertised prior to the meeting date/time
- SAF membership decides the date/time of the meetings. Meetings should be held either the fourth or first week of the month
- All meetings shall be conducted in the "Sunshine" (i.e., open to the public)
- The majority of your membership should be parents
- No full or part-time School Board employee may hold the position of chairperson in the school where they are employed. Substitute teachers employed by an outside agency may hold an officer position.
- The SAF must follow School Board Policy 1.3
- SAF shall not collect dues
- SAF shall not be fundraisers
- Each SAF Chair must attend or, send a representative to the Area Advisory Council meetings

**HOW
TO
GET
STARTED**



TOPIC 3

BYLAWS

Every school must have a set of Bylaws.

A template is available in the SAF Manual or at: [School Advisory Forum \(SAF\)](#)

Bylaws set the rules for the organization

- Objectives

- Officers

- Duties

- Meetings

- Voting

- Amendments

**HOW
TO
GET
STARTED**



TOPIC 3

WHAT DOES IT MEAN TO FOLLOW “SUNSHINE LAW” ?

- Governmental Proceedings at state and local levels are subject to the Sunshine Law, this includes Advisory Boards
- Meetings must be open and accessible to the public
- Public notice of meetings required
- Official minutes must be recorded

(Note: Entire decision-making process must be conducted in an open manner)

**HOW
TO
GET
STARTED**

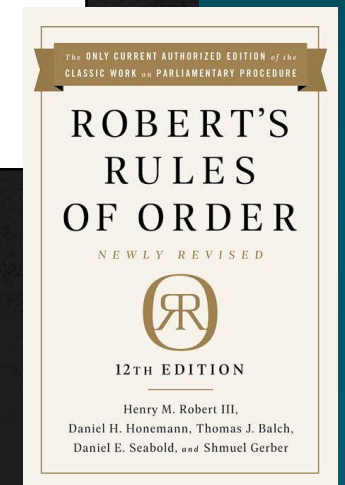


TOPIC 3

ROBERT'S RULES OF ORDER

- Robert's Rules of Order are guidelines on how to run a meeting, guide group talks, make choices and get things done fairly
- The meeting structure according to Robert's Rules of Order is dictated by an agenda
- Robert's Rules guides groups "One thing at a time" to move from topics and allow members to talk without talking over each other

HOW
TO
GET
STARTED



Step 1: Meetings must be advertised.

School Admin will assist the SAF Chair how to have their meetings advertised and who will upload information onto the SAC Upload Center.

Step 2: Meetings must have an agenda.

An agenda has three main purposes:

- It clarifies your objectives in holding the meeting
- It helps participants prepare for the meeting
- It provides a guideline during the meeting

COMPONENTS OF A MEETING



TOPIC 4

SAMPLE AGENDA

COMPONENTS
OF A
MEETING

Country Hills Elementary
10550 Westview Drive
Coral Springs, FL 33076

Country Hills Elementary
School Advisory Forum (SAF)
Meeting Agenda

Monday, August 25, 2025
3:30 PM

Chair: Nicole Kearney - Vice Chair: Eunhye Leung - Secretary: Christy Edgos

- I. Call to Order
- II. Introductions
- III. Approval of Meeting Minutes - June 2, 2025
- IV. Old Business
 - a.
- V. New Business
 - a. What is SAF?
 - b. Focus
 - c. Meal Benefit Changes
- VI. Announcements/Upcoming Events
 - a. Next North Area Advisory Council Meeting - Thursday, September 18, 2025, at 6:15 PM at Monarch High School
 - b. Next SAC/SAF Meeting - Monday, September 22, 2025, at 9:30 AM
 - c. Next PTA Meeting - Tuesday, September 16, 2025, at 9:30 AM
- VII. Questions/Comments

Follow North Area
Advisory on Facebook!



IMPORTANT LINKS:

- Focus Information:
 - <https://www.browardschools.com/bcps-departments/information-technology/focus-study>
- Meal Benefit Application:
 - <https://www.browardschools.com/bcps-departments/food-and-nutrition-services/meal>

Country Hills Elementary School
10550 Westview Drive
Coral Springs, FL 33076

Country Hills Elementary
School Advisory Forum (SAF)
Meeting Agenda

Monday, March 24, 2026
9:15AM

Chair: Nicole Kearney - Vice Chair: Eunhye Leung - Secretary: Christy Edgos

- I. Call to Order
- II. Introductions
- III. Approval of Meeting Minutes - December 1, 2025 and January 26, 2026
- IV. Old Business
 - a. Academics/Testing & Performance Matters
 - b. District Hiring Freeze
 - c. Nominating Committee - Marilyn Blanco, Christy Edgos and Nicole Kearney
- V. New Business
 - a. What is SAC? What is SAF?
 - b. Advisory Support Model
 - c. Region Office Support Model
 - i. BCPS Cares: [browardschools.com/BCPSCaresForm](https://www.browardschools.com/BCPSCaresForm)
 - d. Coral Springs Parent Education Committee
 - i. April Pools Day
 - ii. e-Bike Safety - Town Hall March 31 at 6pm
 - iii. Teacher Appreciation Week - Business Call
 - e. Future Topics from Parents
- VI. Announcements/Upcoming Events
 - a. Next North Area Advisory Council Meeting - Thursday, April 16, 2026, at 6:15 PM at Monarch High School
 - b. Next SAC/SAF Meeting - Monday, April 27, 2026, at 2:30 PM
 - c. Next PTA Meeting - Tuesday, April 21, 2026, at 9:15 AM
- VII. Questions/Comments

Follow North Area Advisory on
Facebook!



Country Hills Elementary School
10550 Westview Drive
Coral Springs, FL 33076

Country Hills Elementary
School Advisory Forum (SAF)
Meeting Agenda

Monday, June 1, 2026
2:40pm

Chair: Nicole Kearney - Vice Chair: Eunhye Leung - Secretary: Christy Edgos

- I. Call to Order
- II. Introductions
- III. Approval of Meeting Minutes - March 24, 2026
- IV. Old Business
 - a.
- V. New Business
 - a. Elections - Nominating Committee
 - b. Budget Impacts
 - c. Referendum
 - d. New North Region Team
 - e. Future Topics from Parents
- VI. Announcements/Upcoming Events
 - a. Next North Area Advisory Council Meeting - TBD
 - b. Next SAC/SAF Meeting - TBD
 - c. Next PTA Meeting - TBD
- VII. Questions/Comments

Follow North Area Advisory on
Facebook!



Step 3: Meetings must have minutes taken.

Record, maintain, and post minutes of all meetings at the school in accordance with the Florida Sunshine Laws and Policy 1.3 (12). Document major decisions (motions) and ensure that the participants agree with your understanding of the decision.

Minutes must be submitted to SAC chair to be uploaded.

Step 4: What is the purpose of making motions?

A motion is a formal proposal by a member to do something. Motions are the basis of the group decision-making process. They focus the group on what is being decided.

A motion is made at a meeting when a desired action is requested.

At a School Advisory Forum meeting a conversation or concern is often discussed and as a result of that discussion a motion is formed.



TOPIC 4

SAMPLE MINUTES

Country Hills Elementary School
10550 Westview Drive
Coral Springs, FL 33076

Country Hills Elementary School Advisory Forum (SAF) Meeting Minutes

Monday, August 25, 2025
3:30 PM

Chair: Nicole Kearney - Vice Chair: Eunhye Leung - Secretary: Christy Edgos

- I. Call to Order
 - Meeting was called to order at 4:08pm at Country Hills Media Center.
- II. Introductions
 - Nicole Kearney introduced herself as the Chair, Eunhye Leung as the Vice Chair, and Christy Edgos as the Secretary. Christy Edgos could not be at the meeting due to personal reason.
- III. Approval of Meeting Minutes - June 2, 2025
 - A motion to approve minutes from June 2, 2025 by Melissa De Rushe and Marilyn Blanco.
- IV. Old Business
- V. New Business
 - a. What is SAF?
 - The School Advisory Forum is a group of parents, staff, and community members who meet once a month to discuss what's happening at Country Hills. It makes sure parents to be involved to have a direct voice in school decisions, learn about upcoming projects and changes, and updated on testing, safety, and budget, connect with parents and staff, and to share your questions and concerns.
 - b. Focus
 - Make sure to download the app and use it. It is important to stay connected with your student's education in BCPS. For the first time, parents/guardians will be able to access all their students

place. The portal will allow you to monitor your student's academic progress, stay informed of upcoming school and district events, and allow you to communicate directly with your student's teachers.

- c. Meal Benefit Changes
 - This year, students are no longer eligible for free lunch unless they have an approved application. Please make sure to complete your application today at www.myschoolapps.com.
 - Meal prices for elementary this year is \$0.40 for reduced lunch and \$3.00 for standard. Breakfast is still free.

- VI. Announcements/Upcoming Events
 - a. Next North Area Advisory Council Meeting - Thursday, September 18, 2025, at 6:15 PM at Monarch High School
 - b. Next SAC/SAF Meeting - Monday, September 22, 2025, at 3:30 PM
 - c. Next PTA Meeting - Tuesday, September 16, 2025, at 9:30 AM
- VII. Questions/Comments
 - Parent asked about music special and when we will be getting a new music teacher. Ms. Meacham let us know that we have been approved to hire a new music teacher. She is in the process of looking at applications and doing the interviews to hire a new music teacher. Dr. Thomas said in the interim, the guidance counselors are running the fourth special to teach our students about emotional and social learning until we hire a new music teacher.
 - A parent brought up an isolated incident that happened to her child about an assignment that was turned in but was lost. She already met with the principal and the teacher to discuss the situation but was not happy with the end result. She was advised to have additional private meeting with her teacher to resolve the issue moving forward.

Motion to adjourn the meeting at 4:27pm by Melissa De Rushe and Marilyn Blanco

Follow North Area
Advisory on Facebook!



IMPORTANT LINKS:

- Focus Information:
<https://www.browardschools.com/bcps-departments/information-technology/focus-student-information-system>
- Meal Benefit Application:
<https://www.browardschools.com/bcps-departments/food-and-nutrition-services/meal-benefits>

Country Hills Elementary School
10550 Westview Drive
Coral Springs, FL 33076

Country Hills Elementary School Advisory Forum (SAF) Meeting Minutes

Monday, June 1, 2026
2:40pm

Chair: Nicole Kearney - Vice Chair: Eunhye Leung - Secretary: Christy Edgos

- I. Call to Order at 3:36pm
- II. Introductions
- III. Approval of Meeting Minutes - March 24, 2026 - Motion to Approve by Lindsey Potts, 2nd by Marilyn Blanco - Motion passed unanimously
- IV. Old Business
 - a.
- V. New Business
 - a. Elections - Nominating Committee

Name	Title	Approved
Nicole Kearney	Chair	Yes
Sarah Rauzin	Vice Chair	Yes
Lindsey Potts	Secretary	Yes

- b. Budget Impacts - Explained during SAC meeting about impacts of budget cuts on our schools budget for the 2026-27 school year and significant concerns
- c. Referendum - Vote on the referendum was coming - explained that without approval of the referendum teacher salary would decrease and they would likely lose covered health insurance costs - Also some discussion of the negative impact that a reduction in property tax revenue would be for public schools, as well as other public services
- d. New North Region Team - Advised that North Region Team would be switching with the South Region Team
- e. Future Topics from Parents - None at this time
- VI. Announcements/Upcoming Events
 - a. Next North Area Advisory Council Meeting - TBD
 - b. Next SAC/SAF Meeting - TBD
 - c. Next PTA Meeting - TBD
- VII. Questions/Comments

Motion to Adjourn at 3:47pm by Lindsey Potts, 2nd by Marilyn Blanco - Motion passed unopposed.

COMPONENTS OF A MEETING

TOPIC 4

MOTIONS

The Chair recognizes the member wanting to make a motion.

- It is suggested that the presenter making the motion put it in writing first.

Making the Motion:

- Always state a motion affirmatively. Say, "I move that we ..." rather than, "I move that we do not ...".
- Another member will second the motion or the Chair will call for a second.
- When a second has been made the Chair will open the floor for discussion.
- An amendment can be made anytime while the motion is on the floor, the amendment must have a second to proceed. Amendments must be voted on first before voting on the main motion.
- If there is no second to the motion, it is lost. There is no further discussion.

COMPONENTS OF A MEETING



TOPIC 4

MOTIONS

Flow of a motion made at a School Advisory Forum meeting:

MOTION

- If it is an internal issue, then it goes to the Principal who addresses the motion with their staff or with District staff.

MOTION

- If it is a global issue, then it goes to the Area/Regional Advisory Council. It may go to the Regional Superintendent or District Advisory Council.

COMPONENTS
OF A
MEETING



TOPIC 5

ELECTIONS

- Elections are held annually.
- The Chair and Vice-chair shall be a parent or custodial guardian of a student who will be enrolled and attending the school during their term of service.
 - The **Chair cannot** be a Broward County Public School employee* at the school **where they are employed**. (*Refer to By Laws*)
- Elections must be advertised and should be held at a meeting where the most parents attend. (Example: Open house, School Advisory Forum or before a PTA/PTO, Band Booster meeting, SAC, NOT during the meeting.)
- The Nominating Committee will present a slate to membership.
(*Check your bylaws!*)

*Denotes the requirement – that these individuals shall not be an employee of the School Board of Broward County, Florida, per the criteria of that position in accordance with applicable School Board Policy; except for a person whose employment is as a temporary substitute teacher.

ELECTION PROCESS FOR SAF PARENTS



TOPIC 6 THE PUBLIC ENGAGEMENT LOOP “LOOPING” – POLICY 1164

1

“Looping” has been designed for use only when a major initiative or new district wide program is under consideration

2

Information is presented at a District Advisory Council Meeting

3

The information is then presented to the Area Advisories SAF Chairs

6

The Area Advisory Chairs provide their feedback/motion to DAC

5

The SAF chairs return to their Area Advisory with their feedback/motion

4

SAF Chairs go back to their school and vet the information with their community

7

DAC brings forward a motion that is read at a School Board Meeting

8

The motion is catalogued by the Chief of Staff and forwarded to a department for a response

9

A response is provided within 21 days



THANK YOU

We would like to take this opportunity to thank you for your dedication and commitment to the students of Broward County Public Schools.

YOU MAKE A DIFFERENCE!